

**IMMIGRATION SERVICES FUNDING
LEGAL CONSULTATION ASSISTANCE
FY 2017-18 QUARTERLY REPORT
IS-LC (4/18)
INSTRUCTIONS**

CONTENT

The quarterly IS-OIRLC report contains statistical information for the Immigration Services Funding- Other Immigration Remedies Legal Consultation (LC) service during the reporting quarter. The Welfare and Institutions Code (WIC) section 13302-13306 requires the California Department of Social Services (CDSS) to collect demographic data regarding the services provided through this funding. As outlined in WIC section 13302-13306, the CDSS will report detailed summaries of the number of clients served, demographic characteristics of those clients, non-profit organizational practices, and other related information on services provided. In addition, the data requested is designed to monitor the CDSS contractors in their efforts to assist individuals.

GENERAL INSTRUCTIONS

Enter the **unique and unduplicated client counts** at the time of the Legal Consultation provided. Enter "0" if there is nothing to report for an item. Do not leave any items blank unless otherwise noted

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.
Column Month 2: Enter the data for the second month of the applicable quarter.
Column Month 3: Enter the data for the third month of the applicable quarter.
Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS

PART A. APPLICATION ASSISTANCE

Part A summarizes and captures demographic data for Other Immigration Remedies Legal Consultation assistance counted under Item 1 of the report form. For each individual, report information on race/ethnicity, language in which service was provided, country of origin, gender, age, educational attainment and county of residence.

1. **OIR Legal Consultation assistance:** Enter the unique and unduplicated number of OIR Legal Consultation provided to individuals each month during the quarter. Legal Consultations services are provided by qualified nonprofit organizations that include, but are not limited to: interviewing a client, gathering and reviewing documents, submitting Freedom of Information Act (FOIA) requests and assessing the client's eligibility for other immigration remedies and/or any available defenses. For monitoring purposes retain records, such as: copies of intake tools, screening tools, and representation agreement. ***Cell 4 Quarter Total is automatically calculated. [Cells 1-3]***

PART A. APPLICATION ASSISTANCE CONTINUED**2. Individual racial/ethnic identity (Sum of Items 2a through 2v).**

Enter the unique and unduplicated number of individuals who identify with each of the racial/ethnic categories listed. ***This sum is automatically calculated for editing purposes. [Cells 6-27]***

- **Item 2j Indigenous** –For individuals identified in Item 2j, specify the category in the comment section of the form. The Indigenous categories include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal,
- **Item 2v- Other Race/Ethnicity Explanation:** If any individuals are counted in the “Other” category, specify the category and the number of individuals in the Item 2u in the comment section of the form.

3. Language in which service was provided to individuals (Sum of Items 3a through 3at)

Enter the number of individuals who were provided services in each of the language categories listed. ***This sum is automatically calculated for editing purposes. [Cells 29-74]***

If any individuals are counted in any of the “Other” specify the category, enter the number of individuals in the respective explanation box in the comment section:

- **Item 3ar-** Other Chinese Languages explanation box.
- **Item 3as** Other Non-English explanation box
- **Item 3at-** Other Sign Language explanation box.

4. Individuals country of origin (Sum of Items 4a through 4ah)

Enter the unique and unduplicated number of individuals from each of the countries listed.

Count each individual in one item only. If any individuals are counted under the “Other” category, list the applicable countries and the number of individuals in the Item 4ah of the respective explanation box in the comment section. The numbers captured in the country of origin section is the total of applicants served in corresponding quarter. ***This sum is automatically calculated for editing purposes. [Cells 76-109]***

5. Individuals gender (Sum of Items 5a through 5d)

Enter the unique and unduplicated number of individuals who identify with each of the gender categories listed. Count each individual in one item only. The numbers captured in the gender section are the total of individuals served in the corresponding quarter. ***This sum is automatically calculated for editing purposes. [Cells 111-114]***

6. Individuals age (Sum of Items 6a through 6c)

Enter the unique and unduplicated number of individuals who fall within each of the age ranges listed. Count each individual in only one item. The numbers captured in the age section are the total of applicants served in the corresponding quarter. ***[Cells 116-118]***

7. Individuals highest level of educational attainments (Sum of Items 7a through 7g)

Enter the unique and unduplicated number of individuals who fall within each of the educational attainment categories listed. Count each individual in only one item. The numbers captured in the education section are the total of applicants served in the corresponding quarter. ***This sum is automatically calculated for editing purposes. [Cells 120-126]***

8. Individuals county of residence at time of service (Sum of Items 8a through 8bf)

Enter the unique and unduplicated number of OIR applicants who were residing in the counties listed at the time services. Count each applicant in only one item. The numbers captured in the county section are the total of applicants served in the corresponding quarter. ***This sum is automatically calculated for editing purposes. [Cells 128-185]***

PART B. ORGANIZATIONAL PRACTICES

Part B captures qualitative information regarding organizational practices during the quarter. This includes challenges encountered, key lessons learned, and promising practices.

9. What challenges or barriers were discovered during the quarter?

Provide a brief description of any challenges or barriers encountered during the quarter. **[Cell 186]**

10. What key lessons and/or promising practices emerged during the quarter?

Provide a brief description of any key lessons learned and/or promising practices identified by the organization during the quarter. **[Cell 187]**

COMMENTS

Item 2j Indigenous: Use this box to specify if any individuals are counted in the Indigenous category which include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjoba).

Item 2v Other Race/Ethnicity Explanation: Use this box to specify any individuals counted in the “Other” category.

Item 3ar Other Chinese Languages Explanation: Use this box to specify any individuals counted in the other Chinese languages category.

Item 3as Other Non-English Explanation: Use this box to specify any individuals counted in the other Non-English languages category.

Item 3t Other Sign Language Explanation: Use this box to specify any individuals counted in the other sign languages category.

Item 4ah Other Country of Origin Explanation: Use this box to specify any individuals counted in the “Other” category.

General Comments- Use this box to explain the following:

- Explain any major fluctuations in data.
- Provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data.

****This section may be left blank if there are no applicable comments for the report quarter.***

CONTACT & SUBMISSION INFORMATION

For this section enter the corresponding contact information:

- Enter the contact information of the staff who completes and submits the reporting form. Include the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report.
- Enter the date the report is submitted.

The following steps are necessary to submit the report:

- The CDSS requires all reporting forms be submitted electronically via **e-mail** using the provided Excel automated report forms found at <http://www.cdss.ca.gov/dssdb/> and emailed individually to the corresponding email address. Each reporting form has a unique email address and each report should be sent to its corresponding email address:

OIRLC: admislc@dss.ca.gov

- A specific naming convention has been designated for the FY 2017-18 reporting forms. For the IS-DACA Reporting form, use the following naming convention and include the naming convention in the email subject line:

FY 17-18 OIRLC “Contractor Name” Quarter # (include the quarter for the period covered)

Example: FY 17-18_OIRLC_CHIRLA_Q1.

- For technical assistance or challenges with the reporting forms, contact DSSDB using the technical support e-mail: admdssdbts@dss.ca.gov.
- For program-related content questions, contact your assigned analyst or submit your questions to: ImmigrationServices@dss.ca.gov